



**U.S. Department
of Transportation**

General Counsel

1200 New Jersey Ave.,
S.E.
Washington, DC 20590

Office of the Secretary
of Transportation

10/16/2018

Emma Best
MuckRock
Dept. MR56255
411A Highland Avenue
Somerville, MA 02144

File No. 2019-25

Dear Ms. Best:

The purpose of this letter is to acknowledge receipt of your recent request for records under the Freedom of Information Act (FOIA), 5 U.S.C. 552. You requested a copy of all drafted, submitted or received SF311 forms produced in the year prior to the receipt of this FOIA request.

Please be advised that all FOIA requests will be handled on a first-in/first-out basis. Your request will be addressed in the order it was received. We regret any inconvenience caused by the delay.

Processing fees may apply for FOIA requests as set forth in the Department of Transportation's (DOT) FOIA regulation (49 CFR Part 7.41).

If you have questions concerning your request, please call our FOIA Request Service Center at (202) 366-4542.

Sincerely,

Darlene A. Wallace

Darlene A. Wallace
Office of the Secretary
FOIA Program Assistant